Policy Guide
for 2023 Study Center Program Leaders

Updated 10/6/22. Refer to the IP Faculty website here for the current version.
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EMERGENCY CONTACT PHONE NUMBERS
International Programs has after-hours on-call staff members at your study center.

In the case of an emergency, first call the local emergency number (ex. 911) before contacting the study center staff at your location.

For non-emergency medical or judicial concerns, please notify the staff at your study center location.
PROGRAM LEADER RESPONSIBILITIES

STUDY CENTER PROGRAM LEADER RESPONSIBILITIES
• Collaborating with their IP Program Coordinator to finalize the budget and webpage information.
• Attending a fall marketing meeting with their IP Program Coordinator.
• Promoting and marketing their program.
• Attending a faculty orientation before departure with IP staff.
• Collaborating with their Program Coordinator and Study Center-Based Coordinator to build and finalize the program calendar by the indicated date.
• Attending and/or facilitating the student pre-departure orientation with their IP Program Coordinator.
• Arriving no later than the Approved Arrival Date. Typically, the Approved Arrival Date is one day before the start of the program.
• Attending the faculty and student on-site orientations at the study center.
• Ensuring that high academic standards are in place for their program, including meeting contact hour requirements.
• Leading all program operations with the assistance of study center staff.
• Attending all program-specific social/cultural events and academic excursions planned and budgeted for the program with their students.
• Being available to students by phone.
• Preserving the safety of the program participants (students, faculty members, program assistants, and guests) in the event of a major crisis and in everyday activities.
• Recognizing any issues with their students and contacting the appropriate study center staff member promptly.
• Reporting to and working with study center staff members on issues pertaining to Student Conduct Code violations.
• Knowing the safety and emergency plan of the study center and assisting in its execution.
• Departing no sooner than the Approved Departure Date.
• Assisting the study center staff in any way that is deemed necessary.

LIAISON RESPONSIBILITIES
Program Leaders may be expected to serve as a liaison between on-site personnel and agencies and the International Programs Tallahassee office. It is important that you foster amiable relations with all overseas personnel and agencies related to your program. All programs and their participants are representatives of Florida State University and of the United States and should act and react accordingly. You must also work with the facilitators of program housing to ensure that the students have a safe and suitable living situation. In the event a program participant is hospitalized, arrested, or jailed by local police, you must notify International Programs immediately.

STUDENT IMPORTANT FORMS
Study Center staff will have all student important forms on file. Program Leaders will not need to keep these important forms on file with them as they are provided to the study center staff and can be accessed as needed.

CELL PHONE INFORMATION
All Program Leaders are required to have a cell phone on which they can be reached 24-hours a day. Please refer to the Site-Specific Pre-Departure Packet for more information.

ON-SITE ORIENTATION
All study abroad programs are required to have an on-site orientation upon arrival. Program Leaders are not responsible for leading these presentations as the study center staff will lead the orientation. However, Program Leaders must attend this orientation and may be asked to assist.
COMMUNICATION POLICIES

The International Programs Student Portal gives students access to important pre-departure documents, tasks they need to complete, a fee statement, the fee deferment process, and other financial information. It houses all pre-departure communications as notifications. Once a student’s application is in “release,” they will have access to the IP Student Portal.

PRE-DEPARTURE INFORMATION
After a program receives a “go” based on enrollment, the IP Communications Representative will send information to the program participants as a notification through the IP Student Portal including:
- Program Packet
- Social/Cultural Calendar (if available)
- Flight Information – dates to arrive/depart, airport pick-up times, flight limitations (if applicable)
- Housing Preferences and dietary restrictions/allergies
- Pre-Departure Orientation Details
- Facebook Group Link
- Information regarding course registration
- Reminder to pick up IP materials (t-shirt, luggage tag, etc.)
- Directions to submit their passport copy and flight itinerary

Program Leaders will receive a copy of notifications via the IP Faculty Portal.

ADDITIONAL CORRESPONDENCE FROM INTERNATIONAL PROGRAMS
International Programs students typically receive the following information from the IP Office:
- Admissions Packet
- Pre-Departure Information
- Pre-Departure Orientation Reminder
- Pre-Departure Orientation Follow-Up
- Course Registration Notice with Instructions
- CISI Insurance Details with Card
- Arrival and Housing Details
- Independent Travel Form
- Visa Packet (if applicable)
- Payment Reminders (if applicable)
- Reminders to submit pre-departure items (if applicable)
- Program Evaluation

PROGRAM LEADER COMMUNICATION WITH STUDENTS
If you have information you would like to communicate to the students prior to the full payment due date, contact your Program Coordinator. It will be sent as a notification through the IP Student Portal. After the full payment due date has passed, your Program Coordinator will send you a list of the names and email addresses for the admitted students who are participating on your program. You are welcome to contact your students as you see fit prior to departure. We ask that you please copy the necessary staff members who will be included on the list your Program Coordinator will provide. Should we receive any emails or calls from students in regards to your email(s), we need to be able to reference what was communicated. However, if you prefer, International Programs is happy to contact your students with information you would like to share through the IP Student Portal.

Important note:
International Programs is responsible for collecting flight itineraries and passport copies. Please do not ask your students to send these items to you directly. If you are trying to finalize an airport pick-up time or need this information for another reason, please work with your Program Coordinator. Program Leaders can submit a request for student photos by emailing IP-Info@fsu.edu.
SAFETY & SECURITY POLICIES

MEDICAL EMERGENCY
Study center Program Leaders will have the assistance of the study center staff in the event of a medical emergency. It is required that you know the emergency phone numbers for police, ambulance, fire, etc., prior to the start of the program, as these phone numbers are often different than U.S. emergency phone numbers.

INSURANCE INFORMATION
International Programs will provide full medical/evacuation coverage during the approved travel dates for all study abroad program leaders based in the United States through Cultural Insurance Services International (CISI). For more information regarding the coverage, please see CISI’s insurance policy by visiting the following link and clicking on the “CISI Insurance Policy” link: https://international.fsu.edu/Insurance.aspx.

There is an Insurance Portal available that can be found on International Programs’ website. Please carefully review these policies.

INDEPENDENT TRAVEL
All Program Leaders should be aware of the general whereabouts of their students, staff, and faculty during the program. International Programs has an online travel form that students and faculty are required to fill out any time they are traveling independently outside the host city or spending the night outside of program housing during the program. For example, if a group of students based in London would like to travel to Paris for the weekend, they must fill out this online travel form. The travel form is located on the upper right corner of the International Programs’ homepage at www.international.fsu.edu. On-call Study Center staff have access to the independent travel report in case of an emergency.

Students are required to ask permission from the Program Leader to miss any academic activities (classes or excursions). Missing academic activities should be highly discouraged. If a student needs to leave the program early and will miss academic activities, a voluntary departure form along with the travel form must be filled out and signed by the student prior to their departure. This form along with the student’s updated flight information should be supplied to International Programs immediately.

You will receive emergency contact information from the study center staff at your location upon arrival.

For additional information and resources on this topic, please refer to the International Programs Health & Safety webpage by clicking the following link and then selecting the “Health and Safety” tab: https://international.fsu.edu/Students.aspx.
STUDENT CONDUCT CODE & FSU IP RULES
All student program participants are subject to the FSU Student Conduct Code. Additionally, they have all signed the FSU International Programs Contractual Agreement, which includes the Agreement to Comply with FSU IP Rules.

Program Leaders must ensure that program participants are aware of the rights of others and avoid activities which unnecessarily disturb individuals or groups, or which interfere with the normal activities of the program housing. These include, but are not limited to: intimidating behavior, physical assault, hazing, and unsuitable or boisterous conduct including, but not limited to, drunk and/or disorderly or noisy behavior.

DISCRIMINATION
Florida State University respects and celebrates the diversity of its students, faculty, and staff. Statements of intolerance and/or harassment pertaining to race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans’ status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status are neither appropriate nor tolerated and can lead to dismissal from the program.

HOUSING RULES
Each program location has its own housing rules. However, there are general housing rules and guidelines which apply to all FSU IP study abroad locations. These are as follows:
- Overnight guests are not permitted under any circumstances, this includes, but is not limited to family members, friends, and FSU study abroad students enrolled in a different program
- Drugs and Tobacco are not permitted
- Program participants must keep their housing clean and tidy
- If program participants are asked to reduce noise levels, they must comply
- Program participants must follow all housing rules according to their program location

STUDENT CONDUCT CODE VIOLATIONS & JUDICIAL PROCEDURES
All Program Leaders are responsible for enforcing the FSU Student Conduct Code or any legal agreement(s) between the students and FSU International Programs. Program Leaders at a study center should report student violations of the FSU Student Conduct Code and/or IP Contractual Agreement to the Study Center Director. Please note, in the case of extreme violations of conduct, the student can be dismissed from the program. Once a student is expelled from the program he/she/they must vacate the residence within 24 hours of that decision.

A copy of the Student Conduct Code is available online at http://dos.fsu.edu/srr/conduct-codes/student-conduct-code.

TITLE IX
As a recipient of Federal financial assistance for education activities, FSU is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Sexual discrimination includes sexual misconduct (sexual violence, stalking, intimate partner violence, gender based animosity and gender based stereotyping). Please note that as Responsible Employees, all Program Leaders are required to report any incidents of sexual misconduct to the FSU Title IX Office or International Programs. Please refer to the FSU Title IX webpage for more information: www.titleix.fsu.edu.